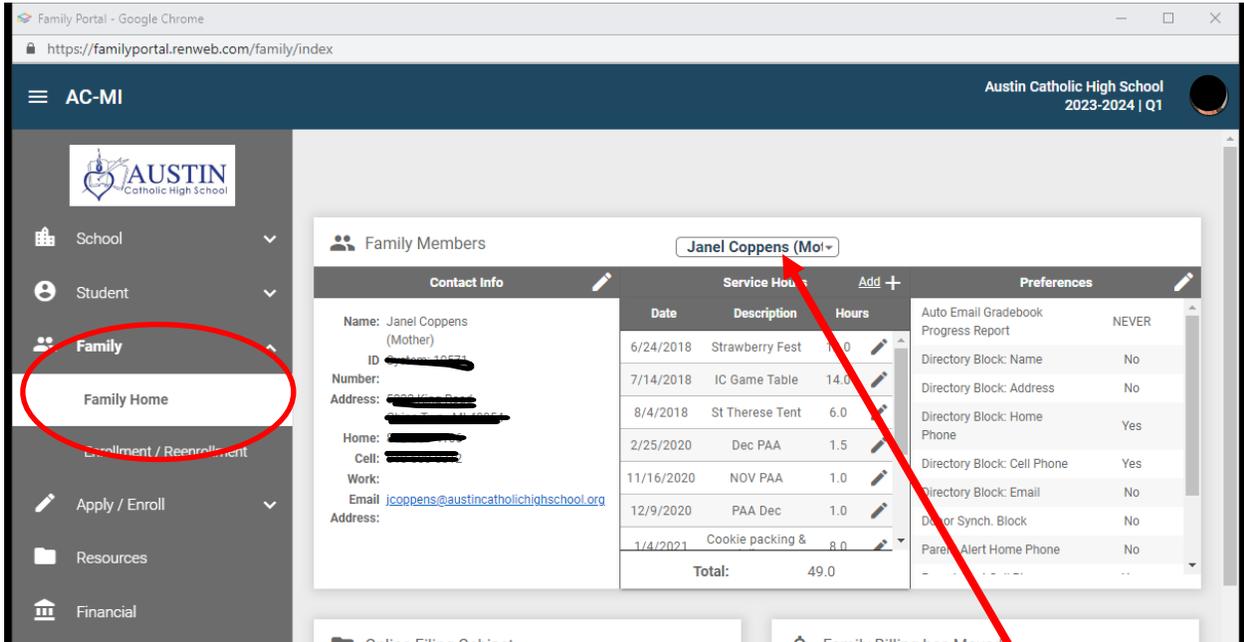


# Logging Parent & Student Service Hours

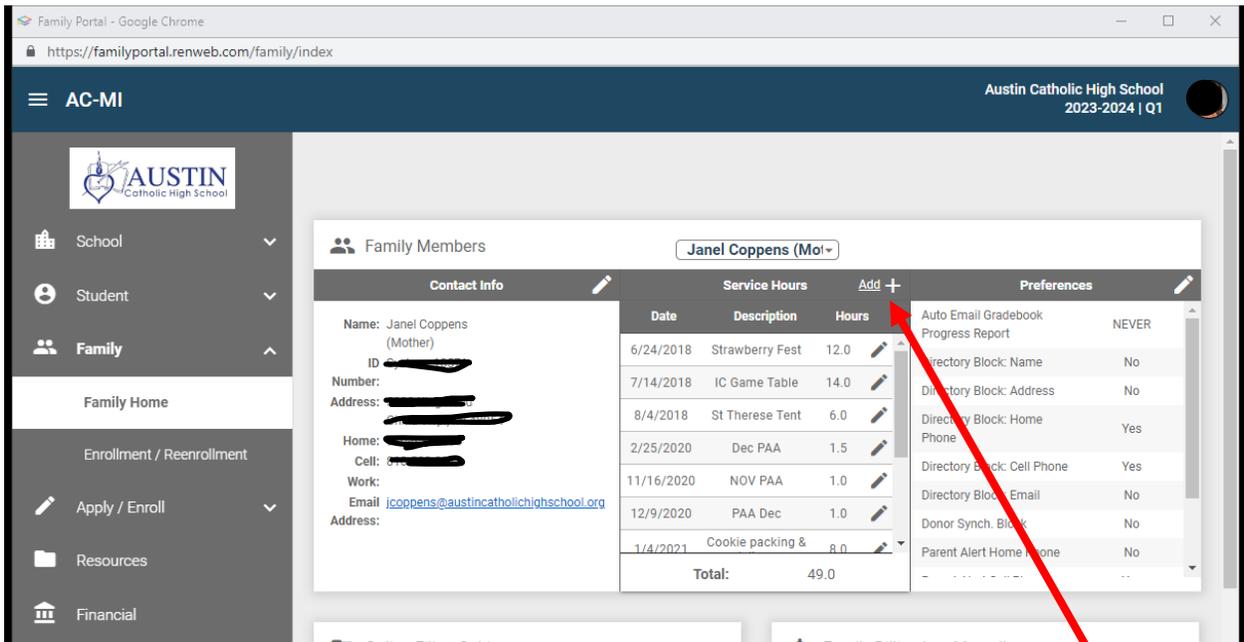
Log into your FACTS parent or student account.

Click on Family

Then Click on Family Home



Click on Drop down of names in family to select which person completed the service.



Under your name in the center of the screen lists service hours. An Add + button is to the right of title.

Click on Add +

# Logging Parent & Student Service Hours

A new screen will appear with a fillable form. Please complete all sections of the form.

The screenshot shows a web form titled "Service Hours - Add". The form has the following fields and options:

- Name: Janel Coppens
- \* Date: 7/19/2023
- \* Hours: [input field]
- \* Description: [dropdown menu with the following options:
  - (type a custom value)
  - A PARENT Chaperone/Driver
  - A PARENT PAA Meeting or Event
  - Advancement Support
  - Athletic Game Worker
  - Building and Grounds Help
  - Bury the Dead
  - Clothe the Naked
  - Donation
  - Feed Hungry
  - Instruct the Innocent
  - Other
  - Response to Cry of the Earth
  - School Special Event Help
  - Service to the Church
  - Shelter the Homeless
  - Visit Sick, Elderly, or Imprisoned
- Note: [input field]
- Verified By: [input field]
- Save button

1. Type in the date (it auto fills with today's date). Please input the date of service completed NOT date of submittal.
2. Input # of hours NOTE: For donations, 1 hour = \$20 worth of donations.
3. Select from Description drop down what type of service you completed. Students this is where you will indicate which category you completed your service in.
4. Then in Notes,
  - a. Parents: please provide a brief explanation of what you completed/volunteered for.
  - b. Students: please provide a full summary that includes location, what you completed, and include the contact name and phone number of the supervisor you worked with.
5. The Verified box should be left empty. Office use only. Once a month the main office will approve and accept hours input by parents and students.
6. Then Click Save.